
U.S. Department of State Records Schedule

Chapter 30: Democracy, Human Rights and Labor

Office of the Assistant Secretary

A-30-001-01 Assistant Secretary's Subject Files - Arranged by subject

Description: Memorandum of understanding, general correspondence, telegrams, airgrams, Congressionals, position papers, reports, reference materials, handwritten notes, letters, policy papers, decisions and other documentation on discussions, positions and policies related to Human Rights issues.

Disposition: Permanent. Cut off at the end of the incumbent's tenure. Retire to the Records Service Center (RSC) for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 1 **Date Edited:** 4/1/1999

A-30-001-02 Chronological Files - Arranged chronologically

Description: Incoming and outgoing correspondence, telegrams, airgrams, reports, memoranda, background notes, position papers, policies and other documentation acted on or signed by the Assistant Secretary.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 2 **Date Edited:** 4/1/1999

A-30-001-03 Deputy Assistant Secretary's Subject Files - Arranged by subject

Description: Memoranda of understanding, letters, telegrams, airgrams, briefing notes, position papers, press releases and other documentation. Documents U.S. and international positions on Human Rights issues.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 3 **Date Edited:** 4/1/1999

A-30-001-04 Chronological Files

Description: Incoming and outgoing general correspondence, telegrams, airgrams, memorandum of understanding, reports, position papers, policies and other documentation related to Human Rights issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 4 **Date Edited:** 4/1/1999

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A-30-001-05	Senior Advisor Files - Subject Files
Description:	Memorandum of understanding, general correspondence, position papers, telegrams, advisory opinions, reports, policy papers and other documents used to advise the Assistant Secretary and his staff on Human Rights.
Disposition:	Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 1 year old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-59-95-12, item 5
Date Edited:	4/1/1999
A-30-001-06	Chronological Files - Arranged chronologically
Description:	Correspondence, telegrams, reports, background materials, position papers, memoranda and other related documents which pertain to human rights.
Disposition:	Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives in 5-year blocks.
DispAuthNo:	N1-59-95-12, item 6
Date Edited:	4/1/1999
A-30-001-07	Staff Assistant - Daily Reports - Arranged chronologically
Description:	Memoranda from the DRL Staff which pertain to policies regarding human rights.
Disposition:	Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-12, item 7
Date Edited:	4/1/1999
A-30-001-08	Weekly Activities Reports - Arranged chronologically
Description:	Reports on activities of the Bureau of DRL. These are reports from the Assistant Secretary to the Under Secretary in G.
Disposition:	Permanent. Cut off when 1 years old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-12, item 8
Date Edited:	4/1/1999
A-30-001-09	Briefing Books (Welcome Home)
Description:	Consist of a welcome home memorandum regarding issues that affect DRL.
Disposition:	Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-12, item 9
Date Edited:	4/1/1999

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Office of Americas, Africa and Asia

A-30-002-01 Subject Files

Description: Memoranda, telegrams, reports, action memoranda, handwritten notes background materials Congressional correspondence and testimony and other documentation pertaining to bilateral affairs with respect to human rights in Asia, Africa and the Americas.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 10 **Date Edited:** 4/1/1999

A-30-002-02 Country Files - Arranged chronologically

Description: Memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to human rights and humanitarian affairs in individual countries.

Disposition: Permanent. Cut off when 1 year old. Retire to the Record Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 11 **Date Edited:** 4/1/1999

Office of NIS, Europe, Mideast and South Asia

A-30-003-01 Subject Files - Arranged by subject

Description: Correspondence, telegrams, memoranda, reports, action memoranda, handwritten notes, background materials, Congressional correspondence and testimony and other documentation pertaining to human rights and humanitarian affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 12 **Date Edited:** 4/1/1999

A-30-003-02 Country Files - Arranged by country

Description: Correspondence, memoranda, reports, action memoranda, reports, handwritten notes, background materials, Congressional correspondence and testimony and other documentation regarding bilateral affairs with respect to human rights in Europe, Mideast and South Asia.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 13 **Date Edited:** 4/1/1999

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A-30-004-01 Subject Files - Arranged by TAGS and by subject

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

A-30-004-02 **Country Files - Arranged by country**

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 year old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

A-30-004-03 Organization - Arranged by organization

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 16 **Date Edited:** 4/1/1999

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Office of International Labor Affairs

A-30-005-01 Subject Files - Arranged by subject according to TAGS

Description: General correspondence, memorandum of understanding, reports, telegrams, airgrams, briefing notes, position papers, letters, background materials, policies, statistics, and other documentation which pertain to international labor issues.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 17 **Date Edited:** 4/1/1999

A-30-005-02 Country Files - Arranged by country

Description: Correspondence, telegrams, reports, statistics, memoranda, background materials, handwritten materials and other documentation related to labor issues in a particular country.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 18 **Date Edited:** 4/1/1999

A-30-005-03 Workers Rights Files - Arranged by subject

Description: Correspondence, telegrams, airgrams, reports, labor organizations, briefing reports, labor statistics and other documentation that pertain to International Labor Unions and labor issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 19 **Date Edited:** 4/1/1999

A-30-005-04 Human Rights Files - Arranged by subject

Description: Correspondence, telegrams, reports, statistics, memoranda, background materials, labor rights, violations and other documentation which pertains to human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 20 **Date Edited:** 4/1/1999

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A-30-005-05 General System of Preferences

Description: Correspondence, telegrams, reports, background materials, memoranda, briefing reports, e-mail, fax, labor reports and other related documents which relates to labor issues in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 21 **Date Edited:** 4/1/1999

A-30-005-06 Chronological Files - Arranged by subject according to TAGS

Description: Correspondence, memorandum of understanding, telegrams, airgrams, reports, statistics, labor documents, worker rights, labor unions, background documents, and documentation pertaining to the activities of the International Labor Affairs office

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 22 **Date Edited:** 4/1/1999

A-30-005-07 Labor Attaché Files - Arranged by subject

Description: Telegrams, airgrams, memorandum of understanding, trends, studies, reports, biographic data, background materials, labor unions and other related materials. Documents the activities, duties and functions of the labor attaches.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 23 **Date Edited:** 4/1/1999

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Office of Democracy

A-30-006-01 Subject Files - Arranged by subject

Description: Correspondence, reports, memoranda telegrams, position papers, briefing notes, summaries, Non Governmental Organizations (NGOs), letters, background materials and other documentation on U.S and international positions related to democracy and related issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 24 **Date Edited:** 4/1/1999

A-30-006-02 Country Files - Arranged alphabetically by country

Description: Correspondence, telegrams, reports, memoranda, briefing memoranda, press clippings, press releases and other documentation that relate to specific countries.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 25 **Date Edited:** 4/1/1999

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Office of External Affairs

A-30-007-01 Subject Files - Arranged by subject

Description: Memoranda, news clippings, NGO reports, background materials, reports, letters, Congressional Hearings, copies of legislation and other documentation used to determine policy decisions regarding human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 26 **Date Edited:** 4/1/1999

A-30-007-02 Country Files (specific) - Arranged alphabetically by country

Description: Memoranda, letters, material on indigenous people, human rights, Congressional Hearings, letters, legislation and other documents on human rights which relate to a specific country.

Disposition: Permanent. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 27 **Date Edited:** 4/1/1999

A-30-007-03 Speeches

Description: Records set of speeches for the Assistant Secretary and Deputy Assistant Secretaries. Remarks are made before all types of organizations.

Disposition: Permanent. Cut off at the end of incumbent's tenure. Retire to the Records Service Center (RSC) immediately for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 28 **Date Edited:** 4/1/1999

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Office of Asylum Affairs

A-30-008-01a **Asylum Files**

Description: a. Asylum Applications. Copies of individual asylum applications and related documents which are used to prepare nonbinding advisory opinions for INS.

Disposition: Destroy 6 months from date of receipt, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-97-27, item 1a **Date Edited:** 4/1/1999

A-30-008-01b **Asylum Files**

Description: b. Advisory Opinion Letters. Copies of nonbinding advisory opinions for INS or Immigration Judges on asylum cases.

Disposition: Cut off at end of calendar year. Destroy when 2 years old.

DispAuthNo: N1-59-97-27, item 1b **Date Edited:** 4/1/1999

A-30-008-02 **Electronic Applications Files**

Description: Basic information regarding asylum applications, such as name, date of birth, country of origin, and office that provided material to INS.

Disposition: Cut off when 1 year old. Delete when 2 years old. (The history file is maintained by INS).

DispAuthNo: N1-59-95-12, item 30 **Date Edited:** 4/1/1999

A-30-008-03 **Country Conditions Profiles**

Description: Reports are prepared by DRL/ASY for use by the Executive Office of Asylum Review and the INS in assessing asylum claims. They are the Department's formal comments to the Department of Justice on asylum.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 31 **Date Edited:** 4/1/1999

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A-30-008-04 Historical Files

Description: Asylum applications and subject files that have been set aside as a "Historical File" because of their sensitivity, notoriety, importance, or precedent-setting nature. The files consist of telegrams, correspondence, asylum applications, biographic information, memorandums, reports, clippings, and other material.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 32 **Date Edited:** 4/1/1999

A-30-008-05 Country Reports Team - Arranged by country

Description: Telegrams, airgrams, reports, background material, memoranda, congressionals and other related material on human rights conditions in foreign countries. As required by congress in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-12, item 33 **Date Edited:** 4/1/1999

A-30-008-06 Country Reports on Human Rights Practices

Description: Produced annually. The country reports on human rights practices are prepared by the Department of State in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act of 1961, as amended. They also fulfill the legislative requirements of section 505 (c) of the Trade Act of 1974, as amended. The report cover the human rights practices of all nations that are members of the United Nations and a few that are not. They are printed to assist Members of Congress in the consideration of legislation, particularly foreign assistance legislation.

Disposition: Retain two copies of the final report in the office. Destroy when 5 years old.

DispAuthNo: N1-59-95-12, item 34 **Date Edited:** 4/1/1999
